2004 PATH ANNUAL REPORT
PROVIDER GUIDE

Prepared for:

Substance Abuse and Mental Health Services Administration
Center for Mental Health Services
Homeless Programs Branch

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Introduction

To comply with Federal requirements, community provider organizations receiving funds under the Projects for Assistance in Transition from Homelessness (PATH) program must report PATH data relating to the implementation of the program, (see *Reporting Burden*, page 9, for statutory requirements). The process for reporting the FY 2004 PATH data has not changed from last year. Local PATH-funded providers are requested to report PATH program data using a web-based form. PATH-funded providers that do not have access to the web should inform their State PATH Contact and request assistance in entering the data.

As it was last year, the web-based software allows for **built-in error checking** in order to reduce the time and effort spent on rectifying data errors. The new version is more efficient and promotes accuracy and consistency. In addition, **data may be saved at any time**, so that all data do not need be entered at once.

PATH-funded providers can access the web form via a link on the PATH website (www.pathprogram.samhsa.gov), *FY 2004 PATH Annual Report Online Survey* with an ID and password.

Process for Obtaining and Submitting Data

Your State PATH Contact is the lead person in providing guidance regarding PATH data and the overall process for entering your annual report data. This process is described below:

1. You receive your ID and password from your State PATH Contact.

2. You enter your data onto the web-based form, validate them and print a copy of the report for your files. Your State PATH Contact, where possible, enters the data onto the web form for any provider that does not have access to the web.

3. Your State PATH Contact accesses the completed report on the web at anytime and reviews the report for any errors. **The State PATH Contact confers with local providers to clarify any issues and has provider make changes to the data, if necessary.**

4. The State PATH Contact verifies that the provider report is accurate.

Reminders

1. Other than item B1, report data on services provided, and persons served, by **federal**, not matching, PATH funds.

2. The method for calculating FTEs supported by PATH federal funds is explained on page 6. To check for accuracy, multiply these FTEs by the average annual wage of the federally supported positions. In most cases, this product should not exceed the provider's federal PATH grant.

3. In Table C, *Available Services*, if a service is **100% or partially PATH funded**, enter the number of **enrolled PATH clients** served. This number cannot be larger than the number you entered in item B3. If a service is **not PATH-funded** or is **not provided,** enter zero in the number of clients served.

4. In Table D, report demographic data only for **enrolled PATH clients**, not for persons contacted or served. Therefore, the sum of persons reported for any category of Table D, *Demographic Data*, (e.g. age, gender, ethnicity) must be equal to the number of persons reported in Table B, item B3. There is one exception. For item **D8**, the sum of all the entries must equal **D7a + D7b.**

5. Review the name of your PATH-funded agency for accuracy. **Note: The name of the provider agency cannot be changed on the online survey.** Please contact Margaret Lassiter at 518.439.7415 ext. 230 or email mlassiter@prainc.com with any changes in agency name. The contact person should be the person most familiar with the data and to whom any questions about the data entries should be addressed. This person **may or may not** be the principal PATH contact for the provider agency.

6. When you access the *Online Survey* for the first time, there will be zeros in each item that requires a numeric response. Fields that require a written response will either be blank or will have dashes.

Changes in Data Being Collected

There are **no changes** in the data collected for FY 2004.

Due Date

Please submit FY 2004 reports as soon as possible, but **no later than Friday, January 7, 2005.**

Guide to the PATH Online Survey

Entering Data

- **Do not leave fields blank.** Enter a zero (0) when necessary. See Attachment A.

- In Table A, round figures to the nearest dollar.

- **Dollar signs** and **commas** are **not allowed** when entering numeric values.

- After answering each question, press the [TAB] key or use the mouse to move to the next question. **Do not press [ENTER] to move around the form.** If you press [ENTER] the program saves the data and moves to the next table.

- To save entered data and/or at the end of each Table, click "Save/Update Data and Move to the Next Table" to save data and move to the next table.

- **You MUST validate your data in order to complete your Annual Report.** See "Understanding and Correcting Data Errors" below.

Navigating Around the Annual Report Form

- To go back to a previous answer on the same table, use the mouse to click on the answer. To move to the next question you should always press the [TAB] key or use the mouse.

- To scroll up and down the form use the mouse to click on the up and down arrows on the right side of your computer screen or use the [PAGE UP] or [PAGE DOWN] keys. You can also click at the top right of the form to get to Provider Information, Tables A, B, C, or D. In addition, this guide is available by clicking on "*Instructions*".

Printing Your Annual Report Form

- **Enter all requested data. Complete error checking process** by clicking on "I'm done. Validate My Entries." Correct any errors and then repeat the validation process.

- If there are no errors, a Validation Confirmation screen will appear. Click on "Save and Continue" to move to the next screen where you will be able to print your Summary Report, and/or email your State PATH contact to let him/her know that your data have been entered. To print your Summary Report select "File" and then "Print" on your browser screen menu or click on the "print" icon from your browser. If you experience printing problems, please follow the steps below:

    1. Make sure your printer is ONLINE.
    2. If it is online and not printing, reset the printer.
    3. If you are using a printer that is on a network, please check with the network administrator to make sure you are able to print to that printer.
    4. If these do not fix the problem, please call Margaret Lassiter at Policy Research Associates, (518) 439-7415 ext. 230 or send an e-mail to mlassiter@prainc.com.

- After you have printed your summary report, close the window by clicking on the little "x" in the right hand corner of your screen. This will return you to the "Validate Entries" screen. You can then email your PATH State contact that your data have been successfully entered, provide us with any comments you have and log off.

Understanding and Correcting Data Errors

If there are errors in your data, the program will tell you which rule(s) has(ve) been violated. For each error, the rule number will appear in the Error Check window, followed by a numeric explanation of the error. The letter in the equation indicates the Table where the error occurs, followed by the item number. You can then click on the appropriate table on the form and make the necessary corrections. You can also print the Error Check window for easy reference. You **must save** the changes before proceeding to validate your entries, or the errors will remain.

Use *Description of Possible Errors* to assist you in identifying errors and making the appropriate revisions, which is available online by clicking *Instructions.* If you have any questions regarding your data and/or revisions, please contact your State PATH Contact.

On certain items, if there is a significant change in your data from FY 2003 to FY 2004, a message will appear for that item. It will ask you to verify your entry to be sure it is accurate. If it is accurate, you will be asked to give an explanation of the difference in the comments box on each table. For example, if the number of persons enrolled in FY 2004 (item B2b) is 15% less than the number you reported in FY 2003, a message will appear asking you to verify your entry for B2b. If your entry is accurate, you will be asked to explain the difference between FY 2003 and FY 2004.

Editing/Adding Data After Completing Your Annual Report Form

It is important that data are accurate and final before submission. You can revise and validate your data on the web until you have validated your data. Once your data have been validated, your password will no longer work. If you need to make changes to your data, please contact Margaret Lassiter to re-activate your password. If you need to change data after **January 7, 2005** contact your State PATH Contact, who will contact Policy Research Associates.

Where To Go With Questions?

- You can click on the HELP buttons for each of the items in Tables A and B. If you cannot see the HELP window, either click on the minimize button (middle button) on the top right hand corner of your screen, or look at the bottom of your screen for another bar on the task bar that says PATH. This will bring the HELP window forward.

- Call your State PATH Contact for questions concerning PATH report guidelines.

- Questions about the PATH *Online Survey* should be directed to Margaret Lassiter at Policy Research Associates, (518) 439-7415 ext. 230 or, by e-mail, at mlassiter@prainc.com

Table by Table Instructions

General Definitions and Clarifications

Uniformity of definitions is essential in developing reliable service system information. However, services for persons who are homeless and have serious mental illnesses vary across States and among geographic areas within States. For this reason, it is difficult to provide common definitions for services, which are applicable to all services in all settings. An attempt to clarify definitions is offered below. However, providers and State PATH contacts may to modify these definitions to reflect their service environment.

Reporting by Local Provider Organizations

In some instances, States provide funds to political subdivisions, such as counties, or other local entities that, in turn, contract with other local agencies to provide services. For this report, the State may elect to report data from either the local direct recipient of PATH funds or its contractors, but not from both to avoid duplicate reporting.

Organization Contact Person

This should be the individual that can be contacted if there are any questions regarding the reported PATH data. S/he may or may not be the principal PATH contact for the provider agency or local entity.

Table A: Budget Information

A1. Enter total dollar amount for services *dedicated only to persons who are homeless and have serious mental illness* in the fiscal year being reported. **This amount should be the sum of <u>federal</u> PATH funds (Item A2), matching PATH funds (Item A3) and other non-PATH funds.** This amount must be greater than zero. Round to the nearest dollar.

A2. Enter amount of federal PATH funds received from the State. Be sure to enter only the funds received during the fiscal year being reported. Do not include matching funds, non-PATH funds or PATH funds carried over from a previous reporting year. If you are uncertain about the correct amount, please consult your State PATH Contact. This amount should be greater than zero. Round to the nearest dollar.

A3. Enter amount of matching PATH funds received during the reporting fiscal year. This amount must be greater than zero. If you are uncertain about the correct amount, please consult your State PATH Contact. Round to the nearest dollar.

A4. Enter the number of staff supported by federal PATH funds only. **This must be a whole number**.

A5. Calculate the Full Time Equivalent (FTE) for each of the PATH-supported staff reported in Item A4**. The total number of FTEs should not exceed the number of staff reported in Item A4.** Also, the number of FTEs cannot be zero if the number of PATH-supported staff is greater than zero.

The term FTE in the context of the PATH annual report represents the staff time required to provide and document services funded by federal PATH funds. One (1) FTE represents 40 hours of work per week x 50 weeks per year. One half (½) FTE represents 20 hours of work per week x 50 weeks per year. Include in the count of total FTEs (a) positions fully funded by federal PATH funds and (b) fractions of any positions partially funded by federal PATH funds. Include positions that are currently occupied as well as those that are vacant. Determining the answer to Item A5 is a two-step process.

Step One: Determine the FTE for each PATH-funded staff member as follows:

- ascertain the number of hours per week performing PATH-funded work;
- divide the number of hours per week performing PATH-funded work by 40, and round to the nearest 10^{th}.

Example A: a staff member works eight (8) hours per week on PATH-funded tasks. Eight divided by 40 is .2. This staff member's FTE is .2.

Example B: a staff member works 12.5 hours per week on PATH-funded tasks. 12.5 divided by 40 is .3125. This staff member's FTE (rounded) is .3.

Step Two: Once you have determined the FTE for each staff member, add up all the FTEs and enter the total in response to Item A5.

Example A: the two staff members in the two examples of Step One who perform PATH-funded tasks have FTEs of .2 and .3, respectively. Adding .2 and .3 = .5. Record .5 for Item A5.

Example B: an organization supports 10 staff members with PATH funds. The 10 staff members have FTEs of .5, .2, .7, 1, 1, .3, .5, .6, 1, and .1, or a combined total of 5.9 FTEs. Record 5.9 for Item A5.

A6. If "other," enter an explanation. Please be sure that the PATH provider does not fit into any of the categories listed in a-h.

Table B: Persons Served

It is essential that service providers include accurate information on the number of persons receiving services. To the extent possible, the annual reporting information should include **unduplicated counts** of persons served. It is recognized that some duplication will occur, especially for services such as outreach during which clear client identification may not be achieved. Duplication may also occur when individuals receive services from more than one provider or when individuals relocate from one geographic area to another.

In some instances, a provider may only be able to provide an estimate of these numbers. Estimates should be noted in the appropriate location on Table B; explanations of the reported data are encouraged, and may be added in the comments section on the *Print Report* screen.

For providers working with homeless or at-risk families, although each family member may receive some level of service, there may only be one or a few family members who receive intensive services. Count as persons served only those family members who receive services related to their own serious mental illness.

B1. Item B1 records the number of people, who are homeless and have serious mental illnesses, served by the reporting PATH-funded provider, regardless of funding source, but supported in some measure by **federal** PATH funds. Items B2a, b, c, d, B3 and B4 record data on a subset of persons reported in B1. **This figure should include PATH clients who became enrolled during the fiscal year being reported, plus all other homeless persons with serious mental illness served by the PATH-funded organization.**

B2a. Item B2a records the number of persons contacted through outreach using only **federal** PATH funds in FY 2004. This figure should include persons who became enrolled PATH clients, as well as those clients who were not enrolled (e.g. due to ineligibility).

B2b. Item B2b records the subset of persons contacted through outreach who become enrolled as PATH clients using **only federal** PATH funds in FY 2004.

> *A PATH client is defined as a person (1) who is homeless or at imminent risk of becoming homeless and has a serious mental illness and/or a co-occurring substance use disorder; (2) who receives services supported in some measure with federal PATH funds, and (3) for whom a clinical or other formal record has been prepared, indicating formal enrollment.*

B2c. Item B2c counts those who do not become enrolled as PATH clients. This can be for a variety of reasons, such as refusal, the person moves, or the person is ineligible. **Item B2c=Item B2a – Item B2b.**

B2d. Enter number of outreach clients from Item B2c who were **not enrolled due to ineligibility.** Reasons for ineligibility may include no serious mental illness, not homeless or at risk of homelessness, enrollment pending, refused/decided not to enroll, moved/missing, etc. **Item B2d must be less than or equal to Item B2c.**

B3. Item B3 combines the number of enrolled PATH clients (B2b), but **also includes** clients served in a previous year and carried over into FY 2004. It also includes persons who became enrolled by means other than outreach, for example, self-referrals or walk-ins**.** See item B2b for the definition of an "Enrolled PATH client". **Item B3 is the control number for Tables C and D.**

B4. Item B4 is a more inclusive measure of the entire population of persons (contacts and clients) using services funded by federal PATH funds during the year**. Item B4=Item B2c + Item B3.**

Table C: Available Services

In Table C, *Available Services*, you provide data on whether you use federal PATH funds to provide each service or not and the number of clients receiving each service. If the service is completely or partially provided using PATH funds, enter the number of enrolled PATH clients receiving the service. This number **cannot exceed** the number reported in item B3. If the service is **provided but not PATH-funded** or **not provided**, enter **zero** for clients served.

Table D: Demographics

This table collects demographic information for enrolled PATH clients. Therefore**, the sum of clients reported in items D 1 - 7 should be the same as the number recorded in Item B3**, which can be found on the top of Table D.

There is one exception. Item D8 requests information only about those clients living outdoors (Item D7a) or in short term shelter (Item D7b) at first contact**.** Therefore **Item D8 = Item D7a + Item D7b**.

Providers should include all demographic information available on each enrolled client. Some demographic information, (for example, age) may change during the year. When available, information should reflect the status of individuals at first contact. For clients who leave and re-enter the service system, use their demographic data upon re-entry.

Additional Information

Reporting Burden

*For States***:** 26 hours per annual response, including the time for becoming familiar with the form and reporting requirements, sending ID numbers and passwords to local providers, obtaining data from local providers, reviewing the data for accuracy, and revising the data in response to federal review.

*For Local Providers using the Web Survey***:** 31 hours per annual response, including time for becoming familiar with the form and reporting requirements, obtaining client and activity data, aggregating the data, recording the data onto preliminary forms, recording the data onto the official form, reviewing the data for accuracy, submitting the data, and revising the data in response to state review.

Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: SAMHSA Reports Clearance Officer; Paperwork Reduction Project (0930-0205); Room 16-105, Parklawn Building; 5600 Fishers Lane, Rockville, MD 20857. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this project is (0930-0205).

Background

The Projects for Assistance in Transition from Homelessness (PATH) program provides funds to each State, the District of Columbia, Puerto Rico, and the U.S. Territories to support services to individuals with serious mental illnesses, as well as individuals with serious mental illnesses and substance use disorders, who are homeless or at risk of becoming homeless. The PATH program is authorized by Public Law 101-645, 42 U.S.C. 290cc-21, section 521 et seq. of the Public Health Service Act.

Among the statutory requirements for State participation in the PATH program is the provision of annual reports. Section 528(a) of the Public Health Service Act specifies that the Secretary may not make payments to States under the program unless each State agrees that it will provide, on an annual basis, a report containing information to be necessary for:

(1) "securing a record and a description of the purposes for which amounts received under Section 521 were expended during the preceding fiscal year and of the recipients of such amounts; and

(2) determining whether such amounts were expended in accordance with the provisions of this part."

Use of Reporting Information

The reporting of this information is a crucial component of the implementation and operation of the PATH program. The data are utilized by program managers within the Center for Mental Health Services (CMHS) to describe and evaluate the PATH program on a national basis and will be used for essential program planning purposes. Further, the data are critical in maintaining program accountability and assist in program monitoring.

The analysis of PATH data can help identify many features of the program. Among these items are the following:

- the types of services being offered by PATH providers
- the number and characteristics of the persons receiving services from PATH providers
- the contribution of PATH funds toward the support of services provided to persons who are homeless and have serious mental illnesses